



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 5/21/12	Interviewer: Laura Langley/Sue Guenter-Schlesinger	RFA #12 – 07
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student		
Requested Assistance Pertaining To (name, position, policy, project, etc.):		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
5/21/12	[REDACTED] and father [REDACTED] visit EO Office	[REDACTED], student, along with her father [REDACTED], came into the EO Office to inform the office of concerns regarding inappropriate attention [REDACTED] was receiving from her math professor, [REDACTED]. They had left a copy of the letter they provided to EO Office, with Department Chair, Tjalling Ypma. [REDACTED] indicated she would like to talk with Sue Guenter-Schlesinger (SGS), Vice Provost, and she gave permission to communicate about this issue with her father (see permission form in file).
5/21/12	SGS meets with [REDACTED]	[REDACTED] did not want to file a formal complaint but did seek assistance from the EO Office. See Interim Summary Report
5/29/12	Interim summary report from SGS to Jeff Wright	In file

6/1/12	Email from Dean Wright to Dr. Ypma	Dean Wright spoke with Professor [REDACTED] to inform him that Western would not be renewing his contract.
	Memo to file	No need for final summary report. See memo in file.